Time : Three hours                    Maximum : 75 marks

SECTION A — (10 × 2 = 20 marks)

Answer ALL questions.

1. How to insert Columns, rows for above and below the table?

2. What are the steps to create chart in MS- Excel?

3. What is Rehearse slide timing?

4. What is Query Design in MS Access?

5. Why Use Forms?

6. How to delete a company?

7. What is Ledger?

8. Mention steps for altering Multiple Stock Items.

9. What is the usage of Locations/ Godowns?

10. How to create VAT Transactions?

SECTION B — (5 × 5 = 25 marks)

Answer ALL questions.

11. (a) Explain the purpose of "Spelling, Grammar Checking and Thesaurus".

Or

(b) Explain How to 'Split Spreadsheet' in Ms- Excel.

12. (a) 'Slide Masters' - Usages in Detailed.

Or

(b) What are the six groups of Database Tools?

13. (a) Explain how to import data into a blank database from different sources.

Or

(b) Explain Purchase voucher and Sales voucher.

14. (a) Brief notes on 'Single and Multiple Stock Categories'.

Or

(b) How do you create Multiple Stock Items?

15. (a) Explain how to display and Altering Stock Locations.

Or

(b) Write short notes on 'TDS Deduction on Advance Payments'.

SECTION C — (3 × 10 = 30 marks)

Answer any THREE questions.

16. Explain 'Chart Animation with effective presentation in MS- Power point.

17. Explain 'Report Design in MS Access'.

18. Explain the features of Tally.

19. Explain How to Display, Altering and Deleting a Stock Categories.

20. Explain How to create, display and altering Stock Locations.

———————